

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT

TRANSPORTATION

POSITION TITLE

DISTRICT 4, DEPUTY DISTRICT DIRECTOR,
MAINTENANCE

LEVEL

CEA 2
(Salary Range \$6173-13,381) *

* An appointment salary higher than the maximum of range for a CEA 2 (\$7815-8616) for Supervising or Principal Transportation Engineers is supported by the Department and requires approval of the Department of Personnel Administration.

FINAL FILING DATE

MAY 27, 2008

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director/Chief Deputy District Director, the incumbent serves as Deputy District Director for Maintenance. The incumbent makes recommendations regarding changes in policy and procedures in maintenance activities within the boundaries of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma counties and the Toll Collection operations on seven bay area toll bridges. Responsibilities include:

- Develops and implements policies to coordinate all phases of the District's Maintenance Services, and Maintenance Engineering, including Toll Bridge Maintenance and Tow Services, Tunnels & Tubes Maintenance and Toll Collection functions.
- Develops policies and strategic plans relative to all facets of safe maintenance and operation and security of the state highway system within the District.
- Establishes District Maintenance Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures.
- Represents the Department in negotiations with public bodies with regard to maintenance; fosters and coordinates balanced transportation maintenance planning in cooperation with regional transportation planning agencies.
- Develops and implements policy guidelines and standards for maintenance work performed within the District. Recommends District maintenance program objectives and resource allocations; organizes activities and directs personnel.
- Acts as Chief of the District Emergency Operations Center.
- Speaks before public agencies on transportation and maintenance matters.
- Consults with corporate Headquarters staff and District Division Chiefs on difficult technical, budget or administrative matters, and is responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned transportation projects.
- Represents the Department in meetings with federal, state, regional and local agencies concerning the scope and content of the Division's transportation program.
- Advises the District Director/Chief Deputy District Director on the full range of complex issues related to the District maintenance program.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Supervising Transportation Engineer level, the Caltrans Maintenance Manager II level, or higher that developed the following qualifications:

- Must possess a broad and comprehensive knowledge of the Department's multimodal transportation roles and responsibilities and state and federal highway maintenance policies, guidelines, and standards.
- Must be knowledgeable in budget and contract development and administration.
- Must be familiar with federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Must have the ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in maintenance matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.

- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Possess academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Possess excellent oral and written communication skills.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies and other stakeholders and partners.
 - Explain nature and extent of those contacts.
- Breadth and extent of experience as or equivalent in level to a Supervising Transportation Engineer, the Caltrans Maintenance Manager II or higher.
- Breadth and extent of experience making presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the Department (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- *A Statement of Qualifications.* The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: mailto:Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on May 27, 2008. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.